

T-2238

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of the Secretary
Washington

Submitted by
M. J. 1160
1100M2

April 22, 1963

ORDER NO. 2873

Subject: Office of Survey and Review

Sec. 1 Purpose. This order establishes the Office of Survey and Review, defines its organization and functions, and prescribes related policies and organizational relationships.

Sec. 2 Organization. (a) The Office of Survey and Review is established as a constituent unit in the Office of the Secretary and shall be headed by a Director who shall report and be responsible to the Administrative Assistant Secretary.

(b) Under the authority granted in Section 7 of this order, divisions shall be established within the Office of Survey and Review to perform the audit and analysis, inspection and compliance, and investigation functions of the Office as more specifically described in Section 3 of this order.

Sec. 3 Functions. Functions of the Office of Survey and Review are as follows: (a) To perform and/or direct audits, analytical reviews, and inspections concerning selected phases of the entire Department program.

(b) To coordinate all Bureau internal auditing, prescribing Department-wide audit policies, audit program content, and techniques.

(c) To direct special investigations: (1) concerning selected program areas of special concern to management; (2) essentially complementary to audit activity; or (3) required in relation to complaints of official irregularity, misconduct or other conditions bearing upon the ethical standards of the Department.

(d) To prescribe standards for and coordinate internal inspection programs in the Bureaus.

(e) Through any combination of the above, to provide objective factual disclosures of Department operations in terms of regulatory compliance and sound precepts of public and business management.

(f) To provide objective expert advisory management assistance to the Secretariat in regard to finance, regulatory, public and business management, and policy compliance subject matter, and in regard to matters relating to and evolving from the accomplishment of the functions listed above.

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Sec. 4 Reassignment of Responsibilities, Authorities, and Staff. (a) To facilitate the purposes and functions of the Office of Survey and Review the following transfers of responsibilities, authorities, and personnel to that Office are directed: (1) the staff and functions formerly assigned to the Division of Inspection; (2) the financial review and regulatory functions and authorities (other than budget) of the Division of Budget and Finance together with such personnel as may be determined by the Director of Survey and Review with the approval of the Administrative Assistant Secretary; (3) the contract review responsibilities of the Division of Property Management.

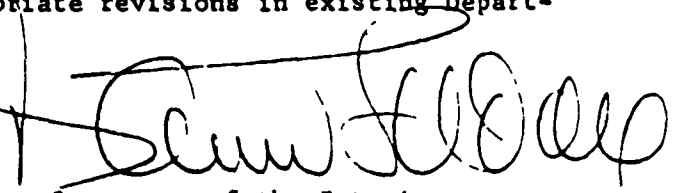
(b) Except to the extent specifically provided in Sections 3 and 4(a) of this order, the functions and staffing of existing divisions in the Office of the Administrative Assistant Secretary are not affected by this order.

Sec. 5 Availability of Services. To provide maximum effectiveness in accomplishing its functions and providing its advisory services the staff of the Office of Survey and Review shall be available to all Secretarial officials as requested through the Administrative Assistant Secretary.

Sec. 6 Organization and Staff Relationships. (a) When appropriate, the Administrative Assistant Secretary shall direct joint assignments between organizations for which he is responsible or such details of division personnel as may be required to further the responsibilities of the Office of Survey and Review.

(b) Through the Administrative Assistant Secretary the Office of Survey and Review is authorized to draw upon the audit staffs of Bureaus for assistance as needed. To the maximum extent practicable such personnel details will be restricted to assignments directly affecting the Bureau involved. As he deems necessary, the Director of Survey and Review may convene the heads of Bureau internal audit staffs as a committee to aid in the development of audit and review policies.

Sec. 7 Authority for Implementation. The Administrative Assistant Secretary is hereby authorized and directed to take such steps as may be necessary to implement the purposes of this order, including preparation of appropriate revisions in existing Departmental Manual provisions.


Secretary of the Interior